HOW TO UPLOAD A BIRTH CERTIFICATE ONLINE

Step 1: Go to: https://eprd.recdesk.com/Community/Program
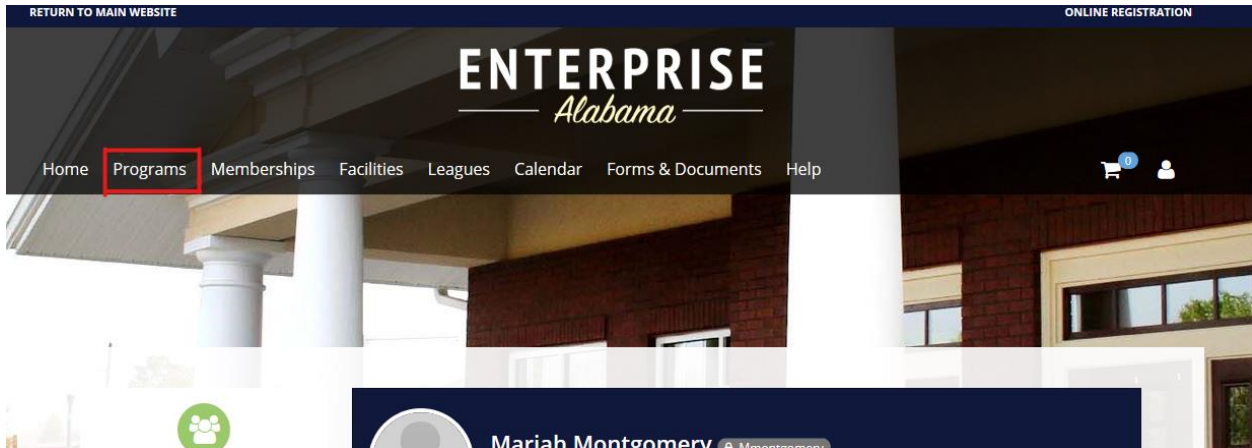
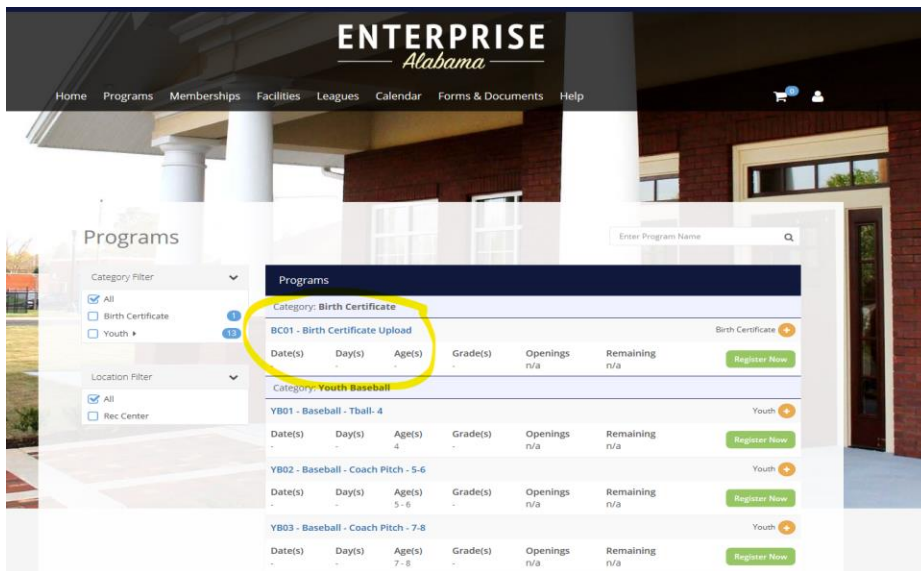Step 2: Select the Log In button at the top right-hand side.
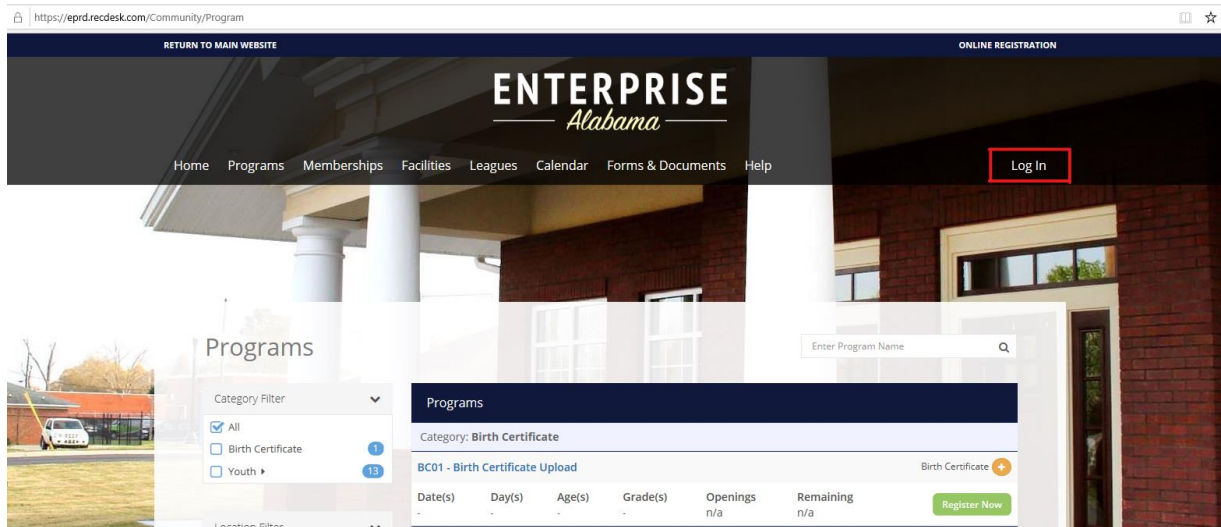
Step 3: Sign in with your RecDesk Credentials. If you need assistance with your credentials, please call 334-348-2681.
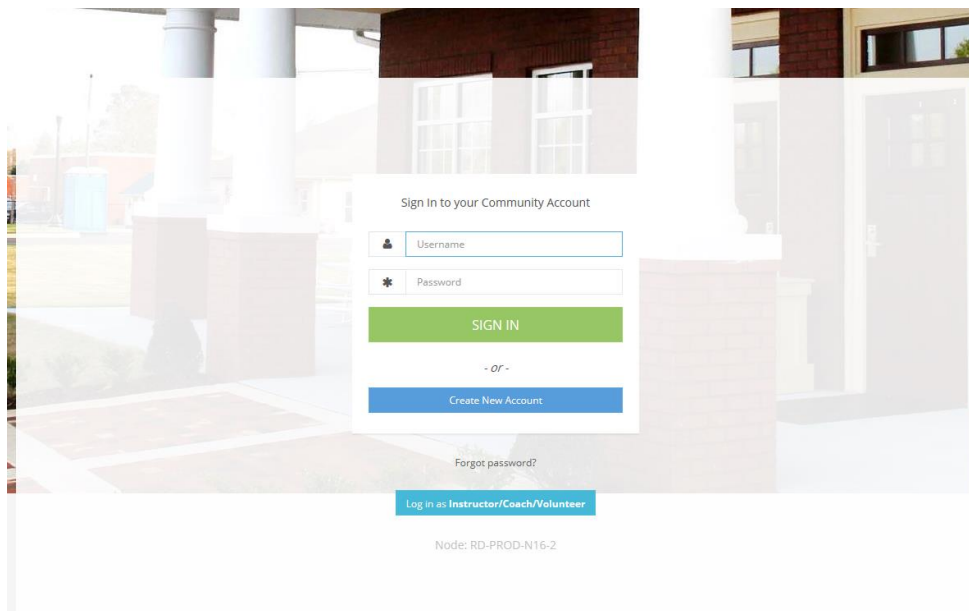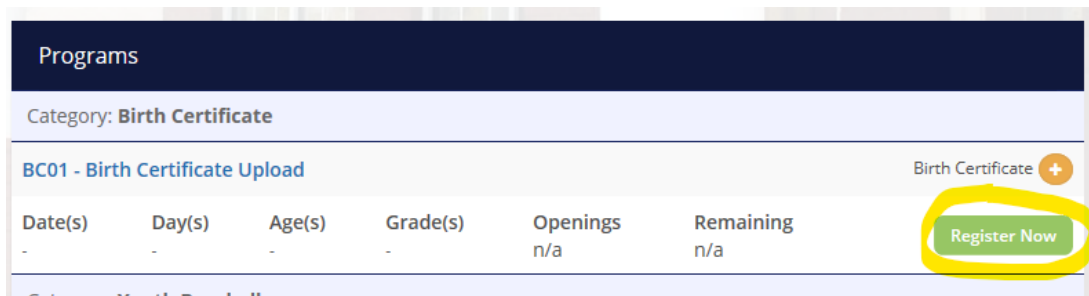
Step 4: Once signed in, click the "Programs" button.

Step 5: Find the Birth Certificate Program:

Step 6: Click the green "Register Now" button.

Step 7: Fill in the required information fields and click save.

Programs

Program Registration

Program *	BC01 - Birth Certificate Upload - (Start Date: 1/1/2020) ⌄
Member *	- Select Member - ⌄

ℹ **Please Note:** This is the actual Program Registrant, **not** the Parent or Guardian registering a child. If the Member to register is not listed in drop down list, go to your Profile and click Add Household Member

Fee Type *	- Select Fee Type - ⌄
	☐ Pay Later
Note	

Save   Cancel

Step 8: Select "Go To Checkout"

Shopping Cart

Shopping Cart

Item		Fee + Deposit
1. **Birth Certificate Upload**	Edit Remove	$0.00

Registration 👤 Mariah Montgomery

Register another HOUSEHOLD MEMBER for this program ❯

	Total:	**$0.00**

ℹ **Please Note:** you MUST go to *Check Out* and make *Payment* to complete the registration process. Spots in Programs are **not guaranteed** until the Check Out process is complete.

Add New Registration   Go To Checkout

Step 9: Click "I Accept Waiver" under the waiver form.

reservation. All fees must be paid in full at least two weeks prior to rental date.

3. All youth must be adequately and properly chaperoned by responsible adults (age 21 and over) at the rate of one (1) chaperon per ten (10) youth. (List names, addresses and phone numbers of chaperons). For large gatherings of 75 or more, we require at least one uniformed City of Enterprise police officer at $25/hr. each officer (Number of officers required will be determined by P&R Staff). The Parks and Recreation Staff make arrangements for the officers. Fees are required at the agreement of the contract. Security is required for functions from 7:00pm-close of rental.

4. NO ALCOHOLIC BEVERAGES OF ANY KIND ARE ALLOWED ON ANY CITY OF ENTERPRISE FACILITY. NO TOBACCO USE IS ALLOWED IN ANY CITY RECREATION FACILITY. PREMISES MUST BE VACATED BY 12 MIDNITE.

5. Persons entering contract agree to remain until all parties have left the premises, all furniture and equipment have been returned to their original place.

6. LESSEE agrees to save, defend, and hold harmless the City of Enterprise, AL, and its agents/employees from any and all claims for damages for injury (including death) and property damages arising from Lessee's use of occupancy of any City of Enterprise, AL property or any activity conducted by LESSEE on that property.

7. If any damages occur during rental, the person signing contract (LESSEE) will be responsible for paying for those damages. NOTHING CAN BE ATTACHED ON THE WALLS OR COLUMNS. Facilities are to be left clean upon completion of the rental. This includes wiping counters and appliances, removing decorations, trash and sweeping and mopping the floors. The Parks & Recreation Dept. will not be held responsible for any items left on the grounds by the renter, or renter's guest.

8. Music is allowed for rentals. However, renter is asked to maintain a moderate volume during the rental that is in compliance with the City's Noise Ordinance and out of consideration for the residents of the neighborhood nearest the Facility.

9. Violation of any of the contract's terms will result in the suspension of privileges to use any City of Enterprise Recreation facility, as well as loss of fees in some cases.

10. The City of Enterprise reserves the right to cancel the reservation by written notice 30 days prior to the event and in the event of unforeseen occurrences that either prohibit the use of the facility or require priority of use for City affairs. Fees are also subject to change.

11. Any money due to renter will be returned by mail upon completion of the terms of this contract to the person named. These monies should be received two weeks after rental date.

12. Non-profit groups or organizations are responsible for the use of facility and will be responsible for payment of the required attendant fee.

13. I have read and agree to the "Lessee's responsibilities" as set out in the attached document.

[I Accept Waiver]   [I Decline Waiver]

Step 10: Select "Complete Form"

Required Forms

📄 Required Forms

Fill out the following forms to complete the checkout process

📄 **Birth Certificate Drop In**
Mariah Montgomery - Birth Certificate Upload

✏️ Complete Form

You have not completed all the required forms
You need to complete all the required forms to finish the checkout process.

0 / 1

I Have Completed All Forms »

Step 11: Click the "Drop Files to Upload" box to populate a file box. Select the birth certificate file you would like to upload. Click "Open"
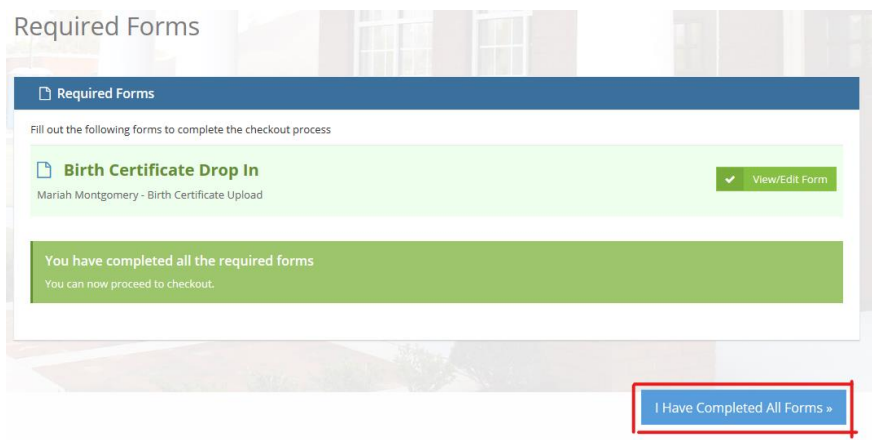

Step 12: Click "Submit Form"

Birth Certificate Drop In

All participants are required to have a birth certificate on file. If your child does not have a birth certificate in our system, please upload now. If you are unsure if your child has one one file, please contact the Enterprise Parks and Recreation Department at (334) 348-2684.

Birth Certificate *

17.4 KB

Player of the...

No documents to show

✈ Submit Form

Step 13: Select "I Have Completed All Forms"

Required Forms

📄 Required Forms

Fill out the following forms to complete the checkout process

📄 **Birth Certificate Drop In**
Mariah Montgomery - Birth Certificate Upload

✔ View/Edit Form

You have completed all the required forms
You can now proceed to checkout.

I Have Completed All Forms »

Step 14:

Click continue.

No Payment Due

Total Amount Due | $0.00

No payment is due! Please click **Continue** to complete the registration process.

[Continue] [Cancel]

Step 15: Checkout Complete! No further action.

Checkout Complete

Checkout has been successfully completed!

Success! Your Program Registration request(s) have been successfully processed. If you have an email address on file, a confirmation receipt will be sent to that address.

Share now on Facebook!

f Share Tell your friends and family what you're up to.

≡ **Registration Items**

1.   **Birth Certificate Upload (Mariah Montgomery)** $0.00

      Registration

[Go to My Account]
[Go to Home Page]